



Bureau of Environmental Services Office of Quality Assurance

Quality Assurance Project Plan (QAPP) Review

Study Title: _____

Date Received: _____ Date Review Completed: _____

SQAMO or QA Officer Signature _____

The QA Project Plan must address the following groups of elements: Any element with an asterisk needs additional information or was not present in the QAPP.

A. Project Management- This group of QAPP elements covers the basic area of project management, including the project history and objectives, roles and responsibilities of the participants, etc.

- A1 _____ Title and Approval Sheet (Project Officer Must Sign and Date)
- A2 _____ Table of Contents
- A3 _____ Distribution List (QAPP and Final Reports)
- A4 _____ Project/Task Organization
- A5 _____ Problem Definition/Background
- A6 _____ Project/Task Description
- A7 _____ Data Quality Objectives and Criteria for Data Measurement
- A8 _____ Special Training Requirements/Certifications (If Required)
- A9 _____ Documentation and Records

B. Measurement/Data Acquisition- This group of QAPP elements covers all aspects of measurement system design and implementation, ensuring that appropriate methods for sampling, analysis, data handling, and QC are employed and properly documented.

- B1 _____ Sampling Process Design(Experimental Design)
- B2 _____ Sampling Methods Requirements
- B3 _____ Sample Handling and Chain of Custody
- B4 _____ Analytical Methods Requirements(Cite Approved Methods Used)
- B5 _____ Quality Control Requirements
- B6 _____ Instrument/Equipment Selection, Preventative and Remedial Maintenance
- B7 _____ Instrument Calibration Procedures
- B8 _____ Inspection/Acceptance Requirements for Supplies and Consumables
- B9 _____ Data Acquisition Requirements(Non- direct Measurements)
- B10 _____ Data Management (Record- Keeping and Data Storage)

C. Assessment/Oversight- This group of QAPP elements addresses the activities for assessing the effectiveness of the associated QA/QC.

- C1 _____ Assessment Activities and Corrective Action
- C2 _____ Reports of Performance Evaluations, System Audits, Data Assessments

D. Data Validation and Usability- This group of QAPP elements covers the activities that occur after data collection and ensure specified project criteria are achieved.

- D1 _____ Data Review, Validation, and Verification
- D2 _____ Documentation, Data Reduction and Reporting
- D3 _____ Interim/ Final Reports and Limitations on Data Use

Documentation, such as the Work Plan, Standard Operating Procedures(SOPs), etc., may be referenced in response to a particular required QAPP element to reduce the size of the QAPP and the time required for preparation and review. All referenced documents must be attached are made available for review. Such references must be kept current by the submitter.

Comments: _____

